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# Fluent® Assembly Instructions

2112664 Revision A-11  
Complete Series Master Packet

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Proper product installation, in accordance with these instructions, is the responsibility of the installing agent.  
If you have any questions concerning these instructions, please call Kimball Office Customer Service.

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# Leg & Pedestal to Worksurface

## Tools Required

- Pencil
- #2 Phillips Head Bit
- Tape Measure
- 5/32" Drill Bit
- Screw Gun

## Hardware Required

- |                          |                              |
|--------------------------|------------------------------|
| <b>Leg Assembly</b>      | <b>Pedestal</b>              |
| • #10 x 1" Panhead Screw | • Pedestal Spacer            |
| • Double Sided Adhesive  | • #8 x 2 1/2" Flathead Screw |

## Installation

### Leg Assembly to Worksurface

**Note:** It is recommended that two (2) persons be used to lift and flip worksurfaces.

1. Place the worksurface on a clean, soft surface, underside facing up. Align leg assembly centered front to back and flush with outside worksurface edge. (Figure A). Drill pilot holes to insure legs are mounted perpendicular to surface. Attach legs using fourteen (14) #10 x 1" panhead screws provided. (Figure B).
2. If using low storage support legs with a low storage unit, cut two pieces of double-sided adhesive tape and place on bottom of legs. DO NOT REMOVE film backer exposing adhesive at this time. (Figure C).

**Note:** The top surface of the low storage unit **MUST** be clean, dry, and free of any dirt or residue to assure adequate adhesion.

**Caution:** The tape is a very strong adhesive and bonds instantly to any surface it is applied.

Figure B

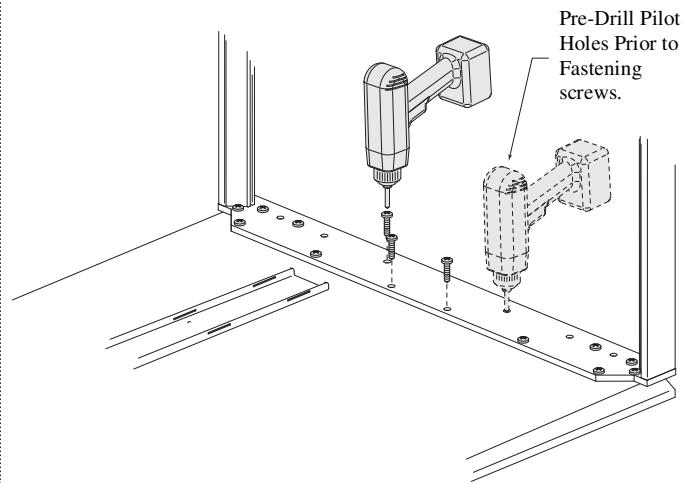


Figure C

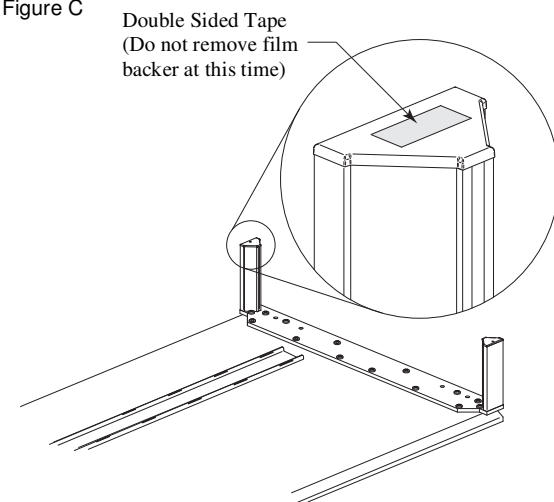
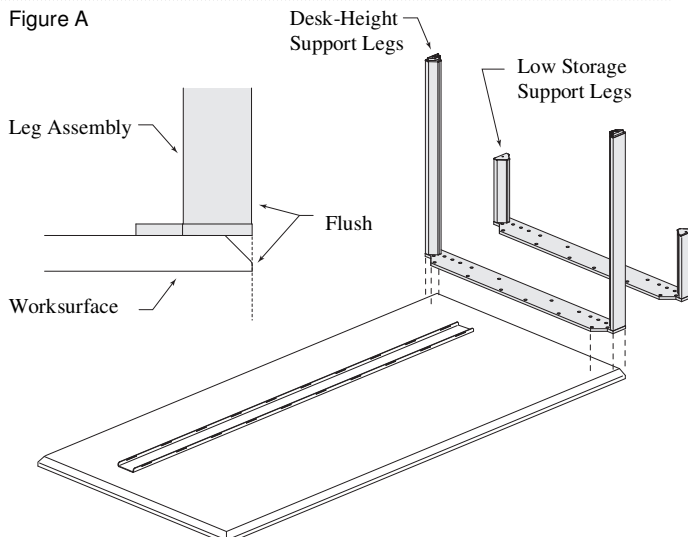


Figure A



## Installation (continued)

3. If leg resin inserts are to be used, remove leg adjustment cap from both legs. Slide resin insert into extruded channels of leg assembly and reattach leg caps. (Figure D).
4. The leg assembly wire manager is attached with double sided adhesive tape. Peel off film backer from tape and apply wire manager to inside of leg. (Figure E).

### **Pedestal to Worksurface:**

5. Remove all drawers from pedestals. See drawer removal installation sheet.
6. All pedestals are shipped with eight (8) factory predrilled pilot holes. Locate these holes on the underside of the pedestal, there are two holes near each of the four corners. Using a 5/32" drill bit, carefully bore through each hole perpendicular to the surface. (Figure F).

Figure D

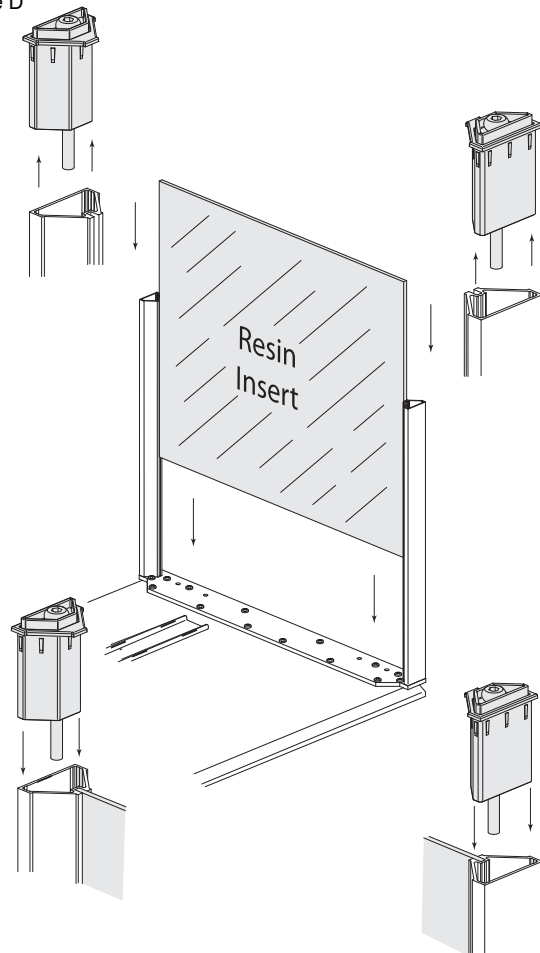


Figure E

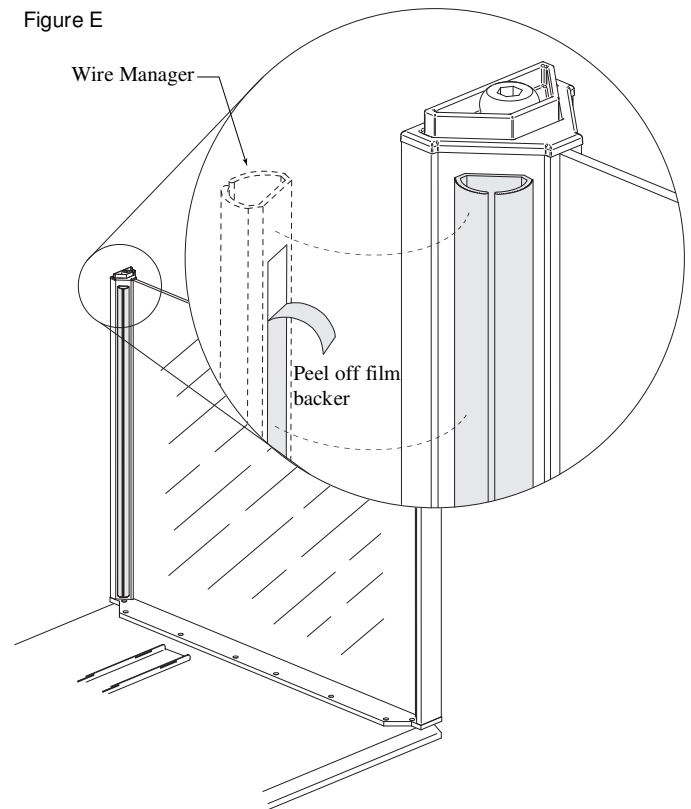
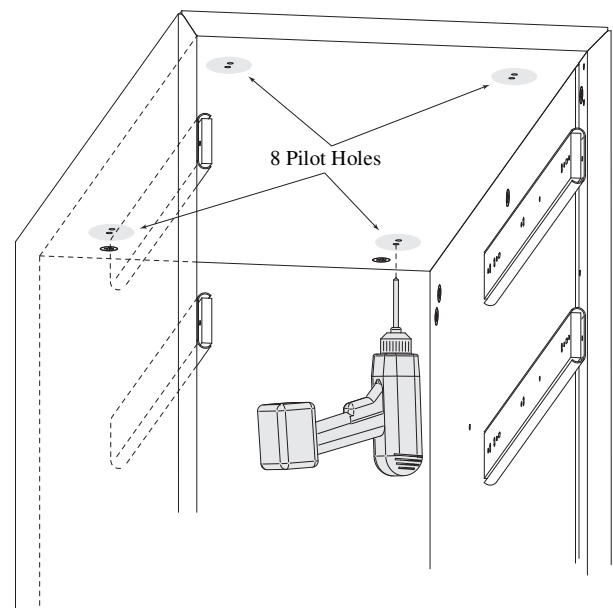


Figure F



## Installation (continued)

7. Determine which side of the desk the pedestals will be located. Interlink the spacers together and align them over the outside edge holes. Align the two single spacers on inside edge holes. (Figure G).
8. Flip worksurface with attached leg assembly right side up and position over the top of pedestal. Centered front to back and flush with outside edges, carefully lower worksurface onto pedestal as not to move spacers. (Figure H).
9. Verify that holes in pedestal are aligned with holes in spacers, if not adjust accordingly. To fasten pedestal to worksurface, one person must secure worksurface in place while another inserts six (6) #10 x 2" screws from underside of pedestal. (Figure I).
10. To securely attach low storage support legs to low storage units, position storage unit centered under support legs. Slightly lift up on end of worksurface to expose double sided tape and remove film backer. Lower worksurface back down onto storage unit and apply direct downward pressure to adhere the surface. Replace all drawings. (Figure J).

Figure G

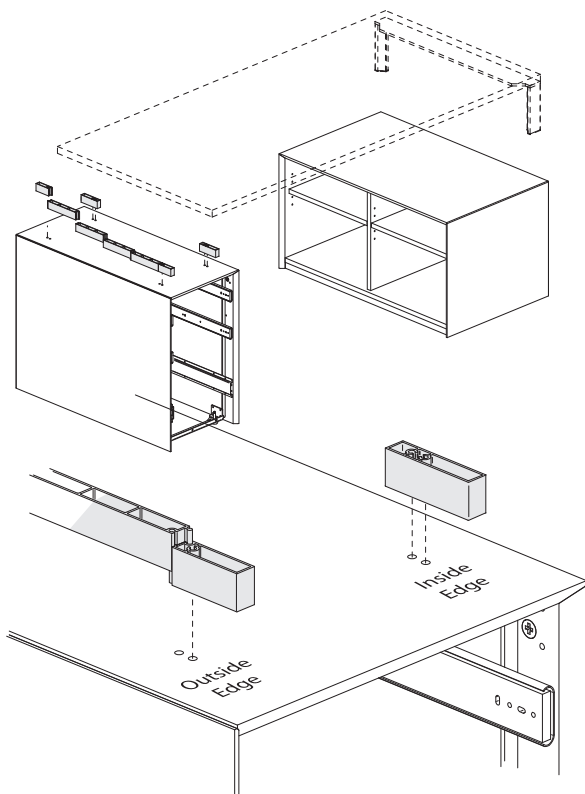


Figure H

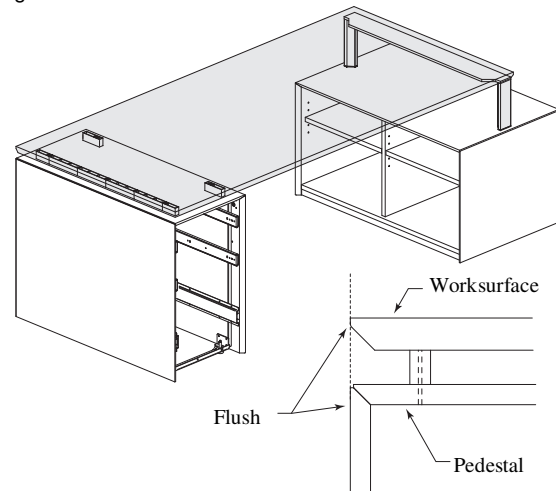


Figure I

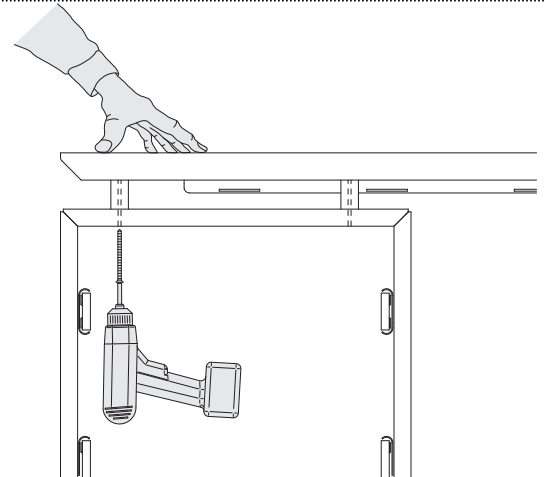
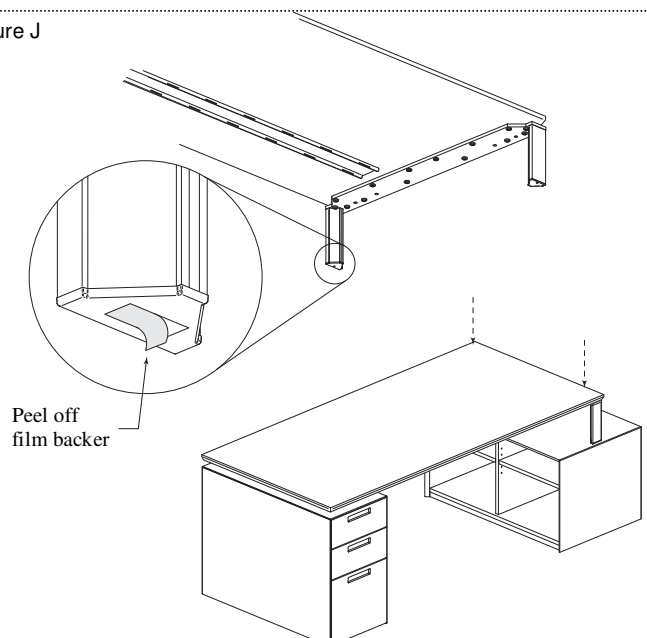


Figure J



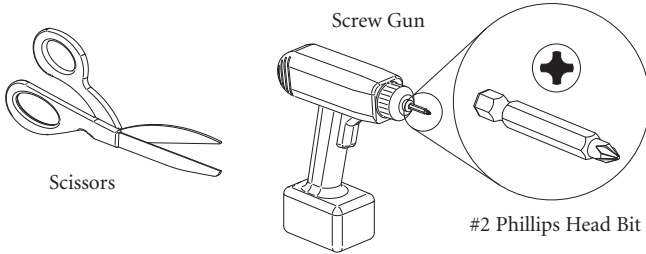
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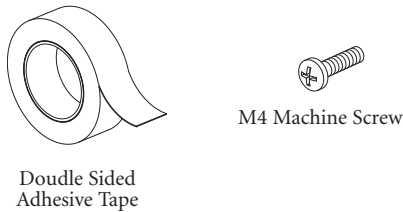
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## Glass Tables

### Tools Required



### Package Contents



### Installation

**Note:** It is recommended that three (3) persons be used for assembling glass table units.

1. Place the worksurface frame/rails on a clean, soft surface, underside facing up. Align the leg assembly to the eight predrilled holes of rails and fasten. (Figure A).
2. Flip unit right side up. Cut six strips of double-sided adhesive tape and place them along the edges of rails as shown. **DO NOT** remove the film backer to expose the adhesive at this time. (Figure B).

**Note:** The rails and underside of glass top **MUST** be clean, dry, and free of any dirt or residue to assure adequate adhesion.

3. Carefully set glass worksurface on leg assembly. Center up all four sides of top so that the outside edge of glass is flush with outside edge of legs. (Figure C).

Figure A

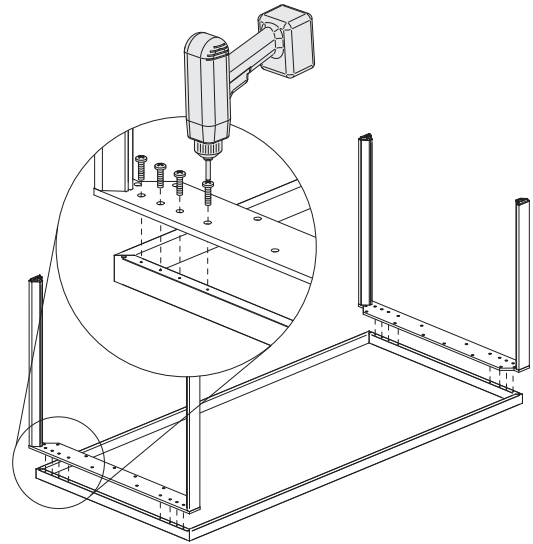


Figure B

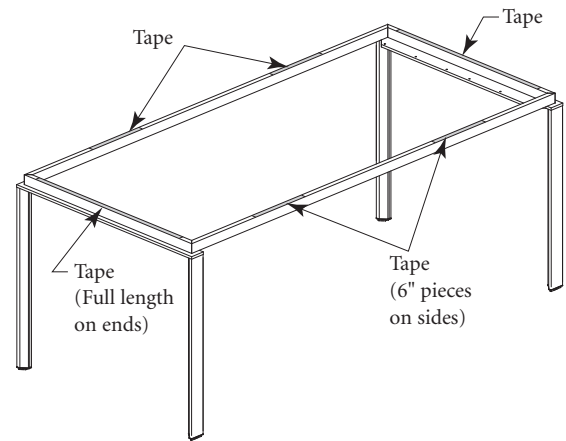
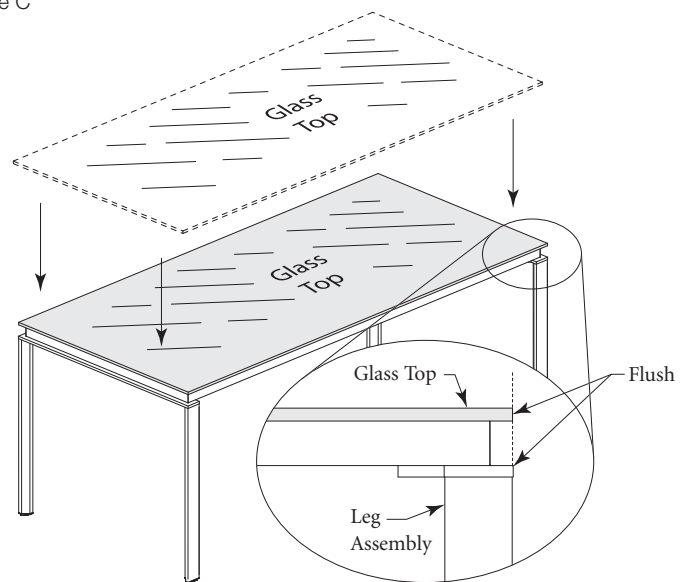


Figure C



Proper product installation, in accordance with these instructions, is the responsibility of the installing agent. If you have any questions concerning these instructions, please call Kimball Office Customer Service.

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Installation (continued).

4. Step 4 requires three people. Position one person at each end of table. While one person tilts one end of the glass top up, the other will need to be at opposite end, securing top in position eliminating shifting or sliding of glass top. While the double sided adhesive tape is exposed on half of the table, a third person will need to peel off film backer. Now gently lower the raised end and tilt up opposite side, careful not to move table top from side-to-side or front-to-back. Peel off remaining adhesive film backer and lower table top back to position. (Figure D).
5. Check that all four sides remain flush and apply direct downward pressure on for glass top to adhere to leg assembly. (Figure E).

Figure D

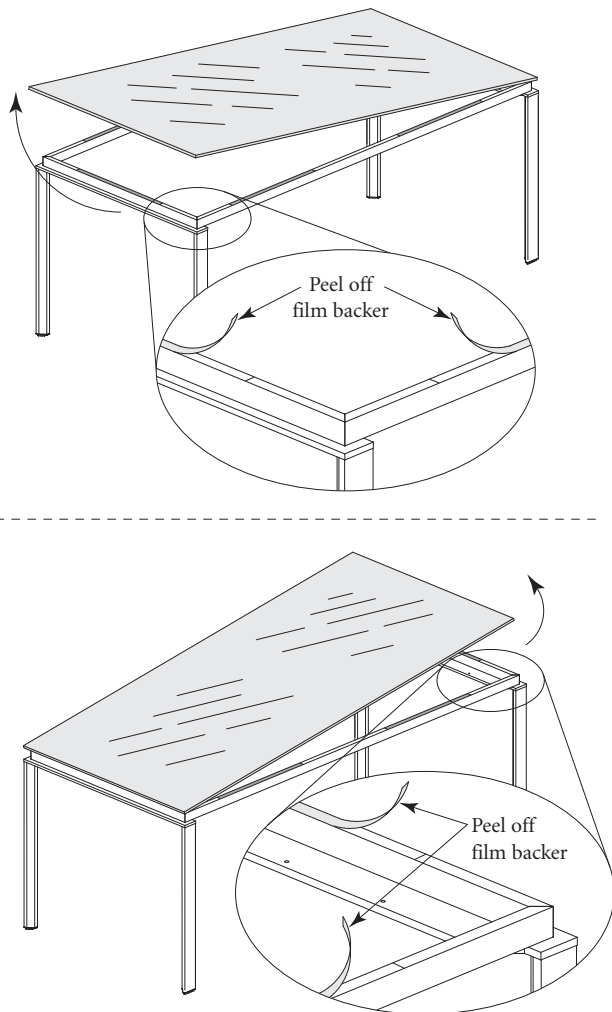
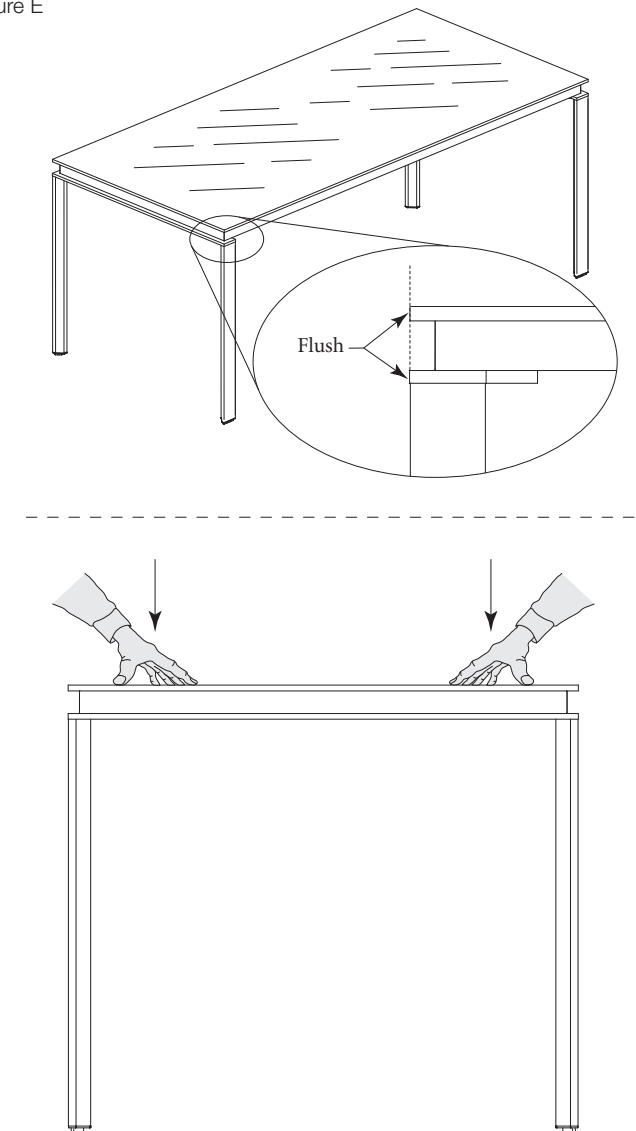


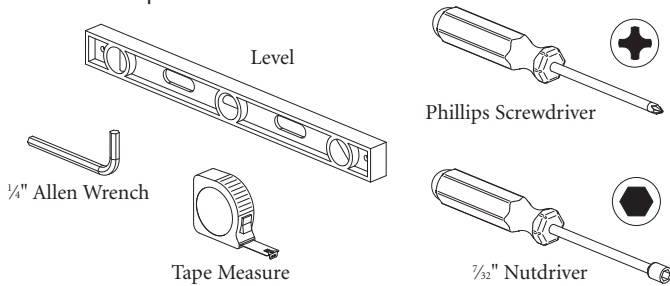
Figure E



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## Drawer Removal, Adjustment, and Unit Leveling

### Tools Required



### Installation

1. For Desk, Credenza, Return, Bridge, Lateral File & Drawer or Door Storage: Remove all drawers as required to access leveling glide adjustment holes.
  2. To remove drawers: Extend the box or file drawer to its full extension. Locate the drawer slide release tab, in the approximate location shown, on each side of the drawer box. Press both tabs in and pull drawer straight out until slide drawer members disengage from cabinet members. (Figure A).
  3. To remove lateral file drawers, extend the drawer forward. Press the two quick-disconnect release tabs and lift the drawer off the slide assembly. (Figure B).
- Note:** Shipping screws must be removed from drawer suspensions before drawer can be removed.
4. Turn the leveling glides fully "in" (counterclockwise) prior to leveling. Level the unit from front to back by first extending the glides on the outside corners (turn clockwise), then level the unit from side to side. Check adjustments by placing the level at the four positions shown. Adjust inside glides, if applicable, to help support the unit. (Figure C).
  5. Replace all drawers to their original locations. To re-install, fully extend cabinet slide members, making sure the chrome ball-bearing members are also forward. Carefully align drawer slide members with cabinet slide members and gently push drawer closed. Check for proper alignment by inspecting drawer front margins for spacing and squareness.

Figure A

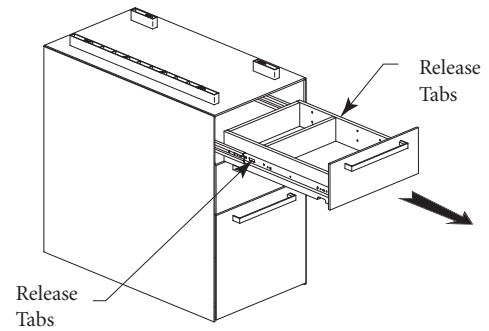


Figure B

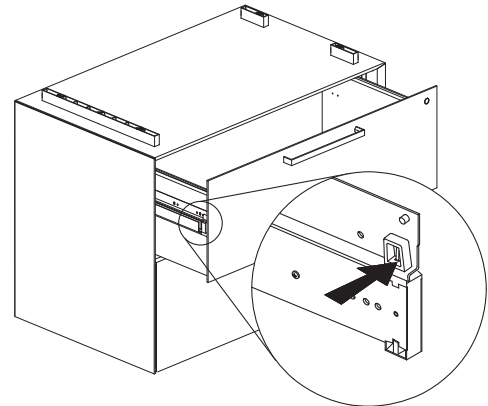
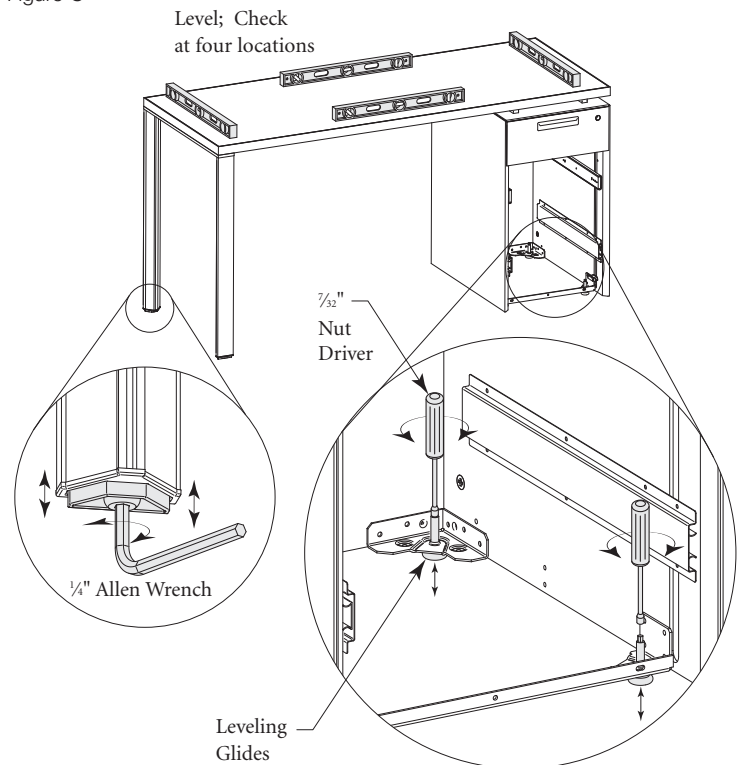


Figure C



### Installation (continued)

6. If drawer front needs adjustment, open drawer and locate the four (4) Deerwood screws that attach the drawer front to the drawer box. (Figure D).

**Note:** Lateral file drawer fronts use six (6) screws.

7. For Bookcase and Cabinet Storage: The lower shelf has holes which access the leveling glides. Turn the glides fully “in” (counterclockwise) prior to leveling. Level the unit from front to back by extending the glides (turn clockwise). Level the unit from side to side. Check adjustments by placing the level in the four positions shown. (Figure E).

Figure D

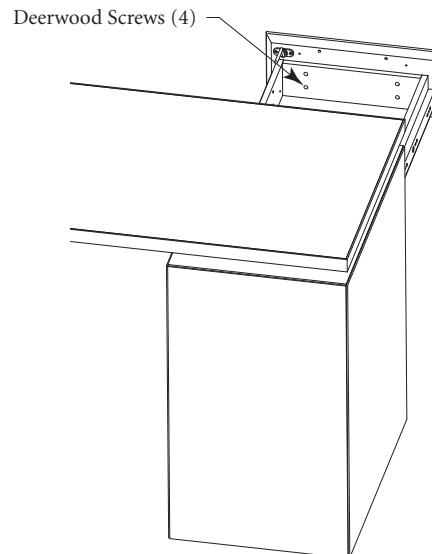
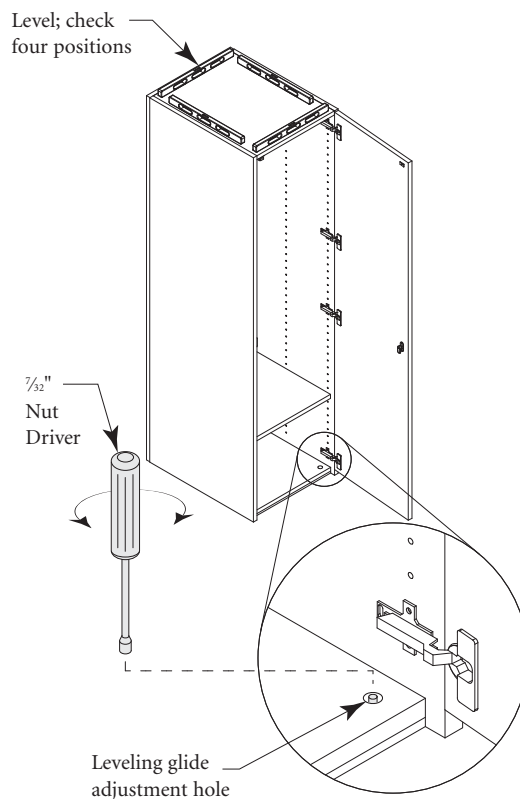


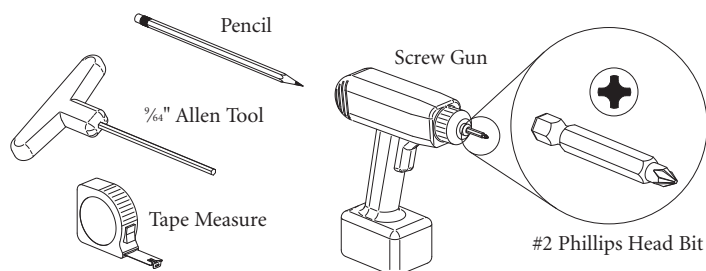
Figure E





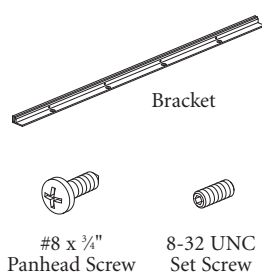
### Modesty Panels

#### Tools Required

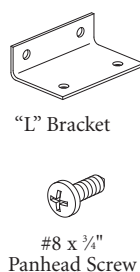


#### Package Contents

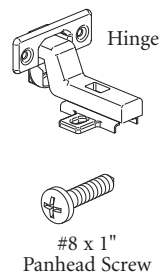
##### Resin Modesty



##### Fixed Modesty



##### Technology Modesty



#### Installation

##### Resin Modesty panel:

1. Slide bracket onto resin modesty panel and tighten all set screws. (Figure A).
2. Align modesty panel centered left to right (approximately 1 1/2" on both sides), to dimension shown front to back with worksurface, measure and mark hole locations. (Figure B).
3. Drill pilot holes to insure modesty is mounted perpendicular to surface. Attach modesty panel assembly to worksurface as shown. (Figure C).

Figure A

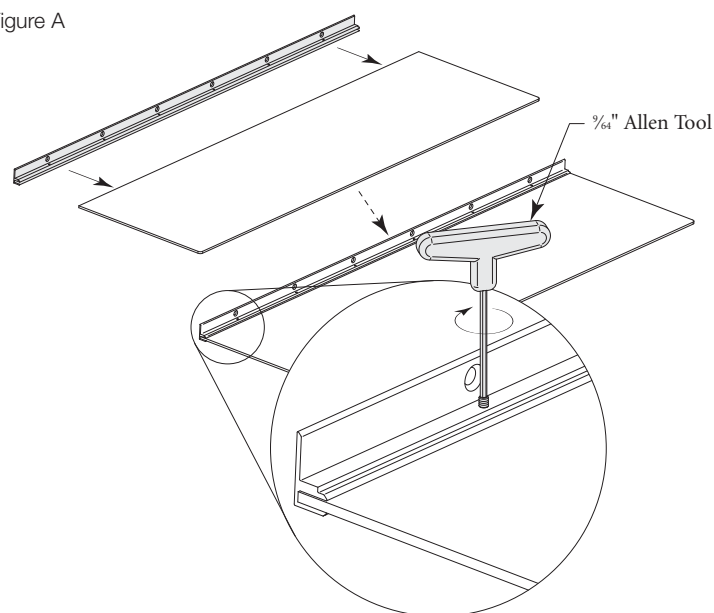


Figure B

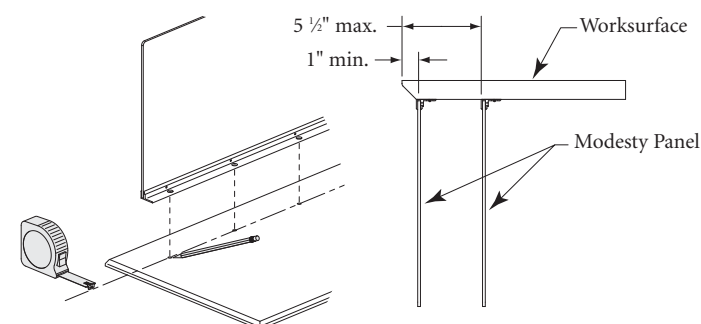
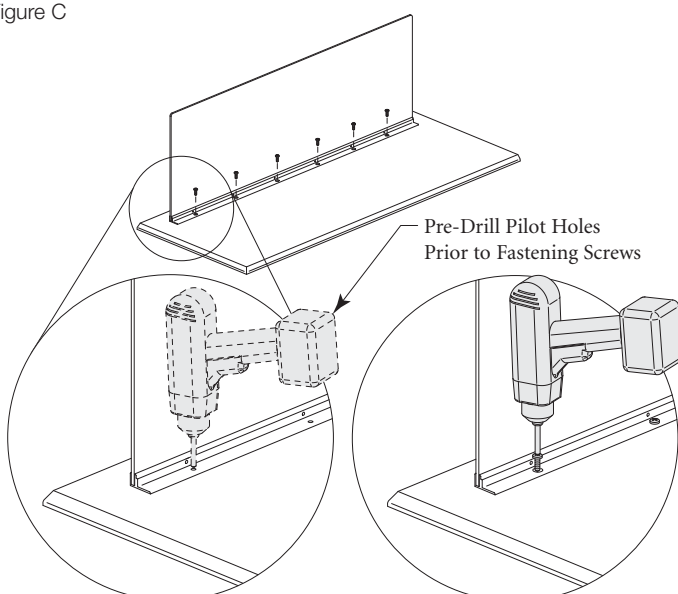


Figure C



### Installation (continued)

#### Fixed Modesty panel:

1. Attach "L" brackets to modesty using pre-drilled holes. (Figure D).
2. Align modesty panel centered left to right, to dimension shown front to back with worksurface, measure and mark hole locations. (Figure E).
3. Drill pilot holes to insure modesty is mounted perpendicular to surface. Attach modesty panel assembly to worksurface as shown. (Figure F).

#### Technology Modesty Panel:

1. Align modesty panel centered left to right, to dimension shown front to back with bridge, measure and mark hinge location. (Figure G).
2. Drill pilot holes to insure modesty is mounted perpendicular to surface. Attach modesty panel with hinges to worksurface as shown. (Figure H).

Figure D

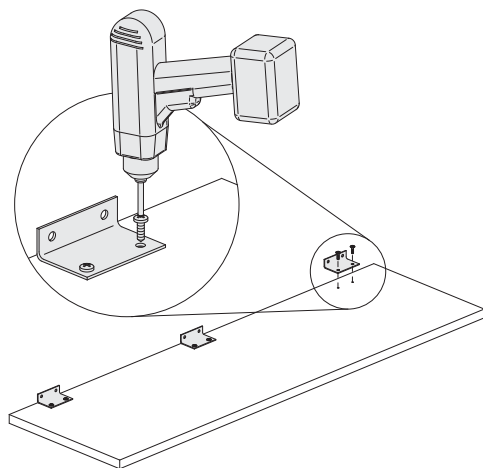


Figure E

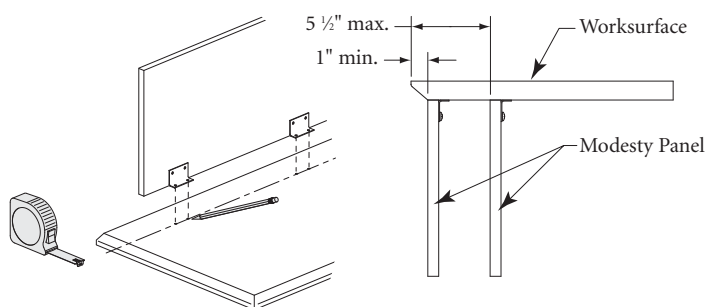


Figure F

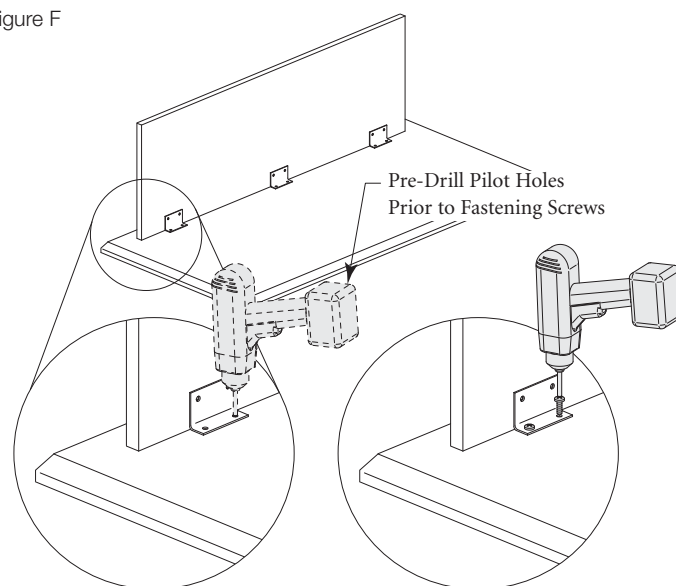


Figure G

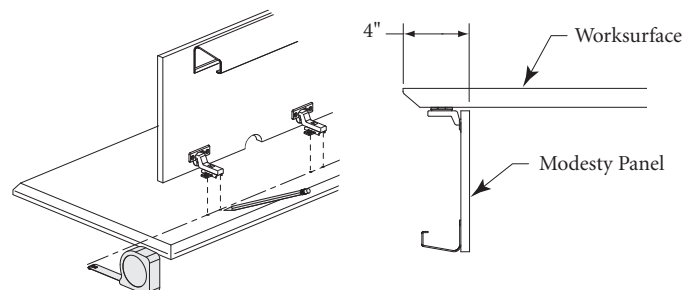
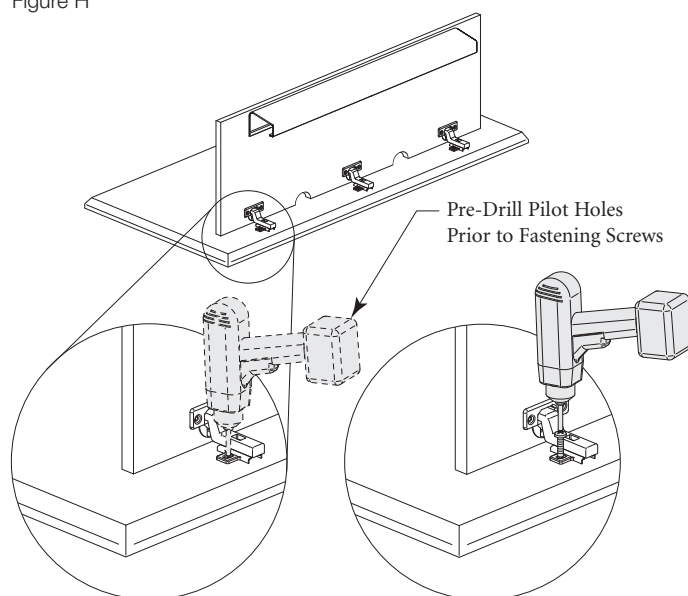


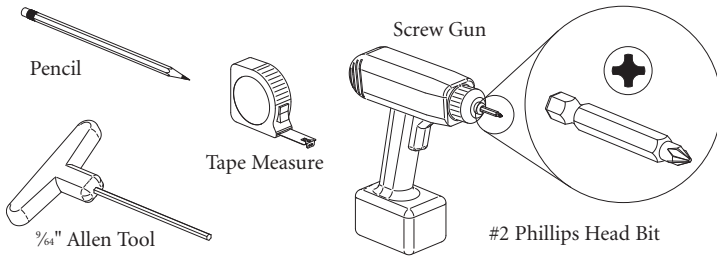
Figure H



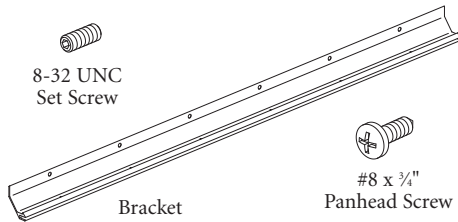
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## Privacy Screen

### Tools Required



### Package Contents



### Installation

1. Slide bracket onto privacy screen panel and tighten all set screws. (Figure A).
2. Align privacy screen along edge of worksurface centered between legs and/or pedestals, measure and mark. (Figure B).
3. Drill pilot holes to insure modesty is mounted perpendicular to surface. Attach privacy screen to worksurface as shown. (Figure C).

Figure A

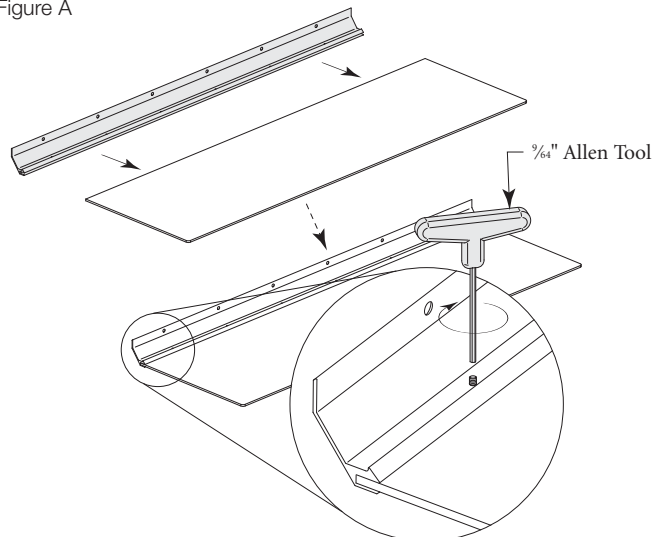


Figure B

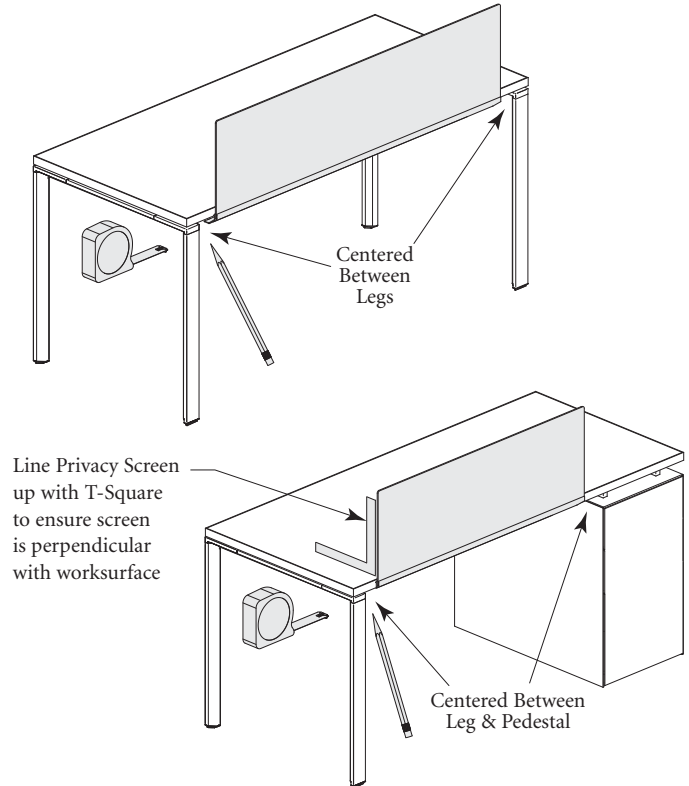
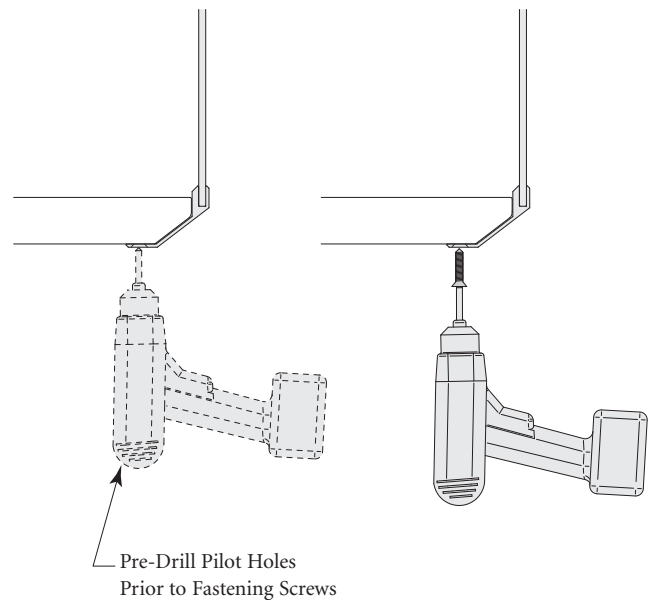


Figure C



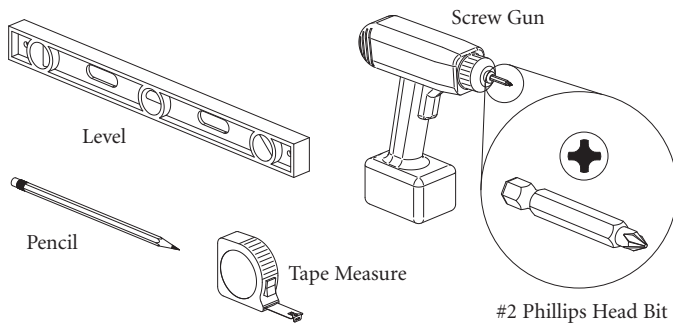
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## Attaching Return/Bridge

### Tools Required



### Hardware Required



### Installation

1. Position the main unit in the desired location. Level main unit. Install the flat brackets to the main unit using #10 x 1" panhead screws provided. (Figure A).
2. Align the return or bridge unit up to the main unit. Position the tops so the outer edge of the main unit and return unit are flush and pull tight against main unit. Fasten return top to the flat brackets using #10 x 1" panhead screws provided. (Figure B).

Figure A

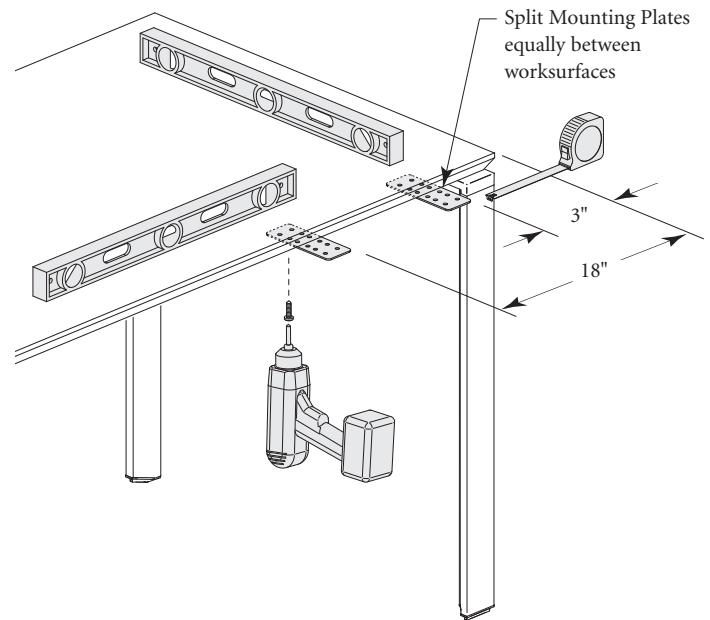
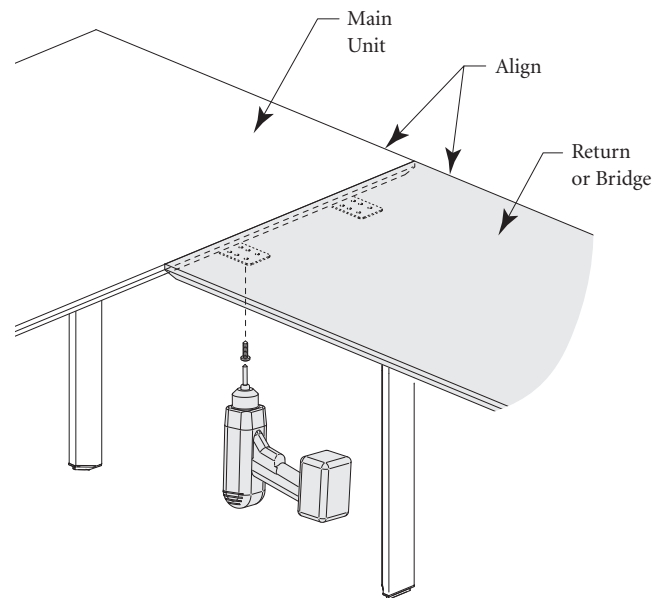
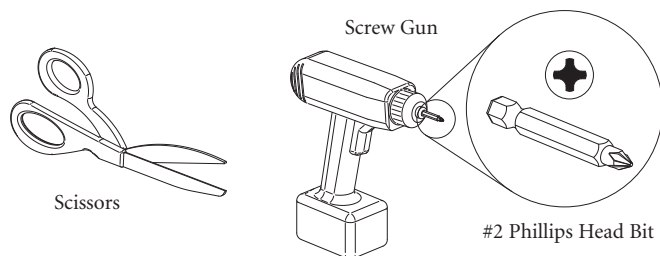


Figure B

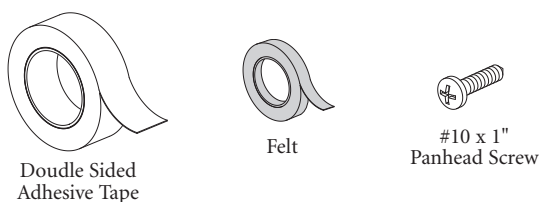


### Highback Shelf

#### Tools Required



#### Package Contents



#### Installation

**Note:** It is recommended that two (2) persons be used to lift and flip highback shelf units.

##### Without Workwall

1. Place the shelf on a clean, soft surface, underside facing up. Align leg assembly centered front to back and press flush up against edge of pan. Attach legs using nine (9) #10 x 1" panhead screws provided. (Figure A).
2. The wire manager is attached with double-sided adhesive tape. Peel off film backer from tape and apply wire manager to inside of leg. To securely attach a highback shelf to a worksurface, cut four pieces of double-sided adhesive tape and place on bottom of all four legs. Remove the film backer to expose the adhesive. (Figure B).
3. Flip assembled highback right side up and place on desk unit. (Figure C).

**Note:** The worksurface **MUST** be clean, dry, and free of any dirt or residue to assure adequate adhesion.

**Caution:** The tape is a very strong adhesive and bonds instantly to any surface it is applied to.

Figure A

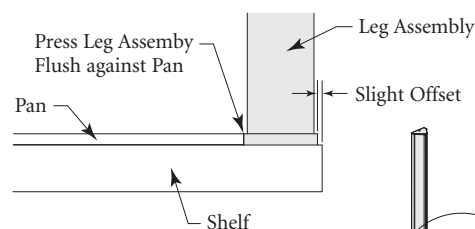


Figure B

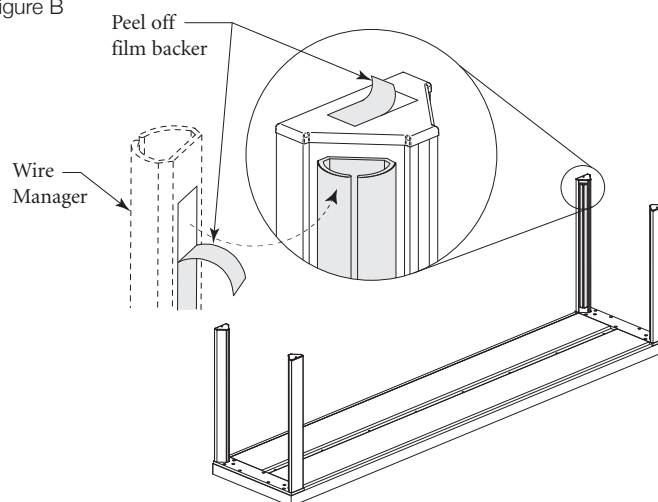
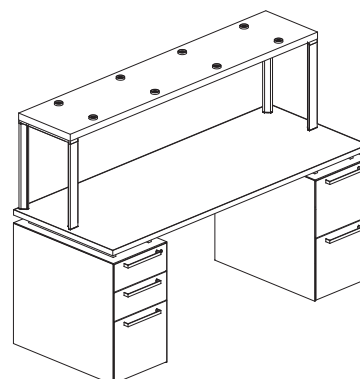


Figure C



Installation (continued).

### With Workwall

- Place the shelf on a clean, soft surface, underside facing up. Flip the legs and workwall upside down, and slide the workwall into legs. (Figure D).

**Important:** The top and bottom of workwall is determined by a feature inside the tool rail. The surface in the tool rail that has a "V" goes to the top, the flat surface goes to bottom.

- Align leg assembly centered front to back and flush up against edge of pan. Attach legs using nine (9) #10 x 1" panhead screws provided. (Figure E).
- Apply felt along bottom edge of workwall. The wire manager is attached with double-sided adhesive tape. Peel off film backer from tape and apply wire manager to inside of leg. To securely attach a highback shelf to a worksurface, cut four pieces of double-sided adhesive tape and place on bottom of all four legs. Remove the film backer to expose the adhesive. (Figure F).
- Flip assembled highback right side up and place on desk unit. (Figure G).

**Note:** The worksurface **MUST** be clean, dry, and free of any dirt or residue to assure adequate adhesion.

**Caution:** The tape is a very strong adhesive and bonds instantly to any surface it is applied to.

Figure D

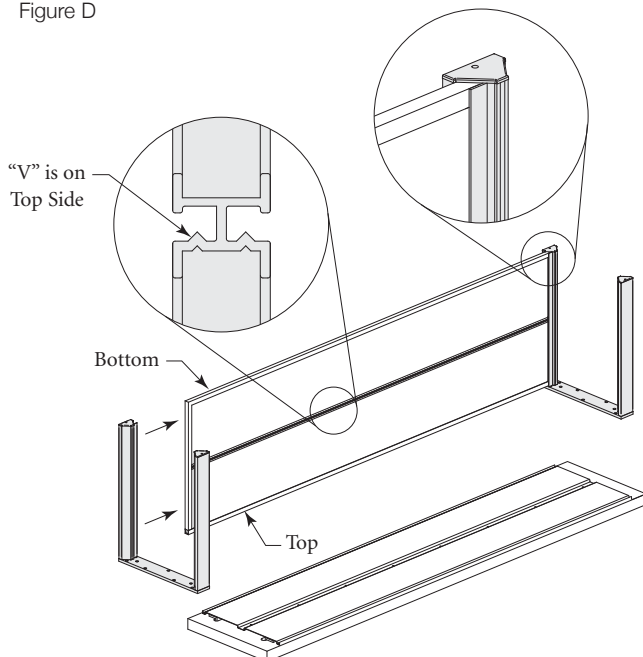


Figure E

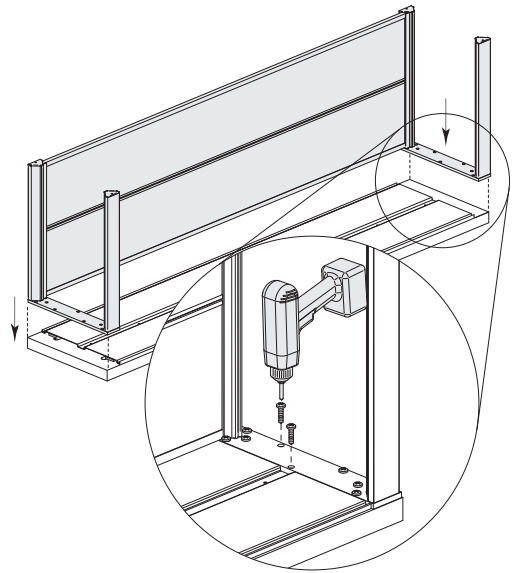


Figure F

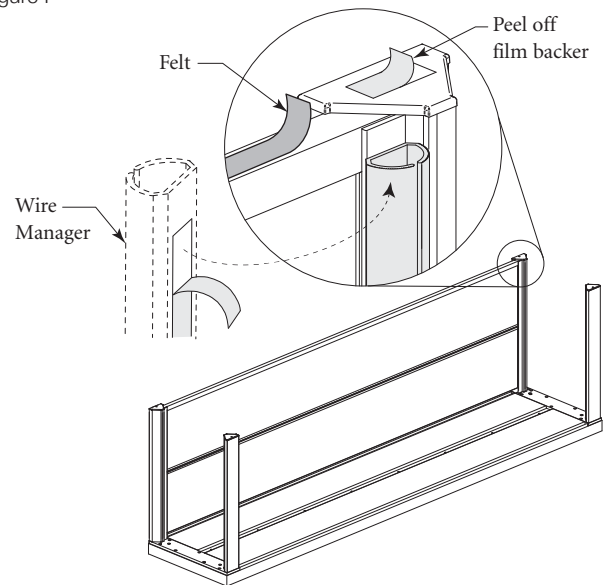
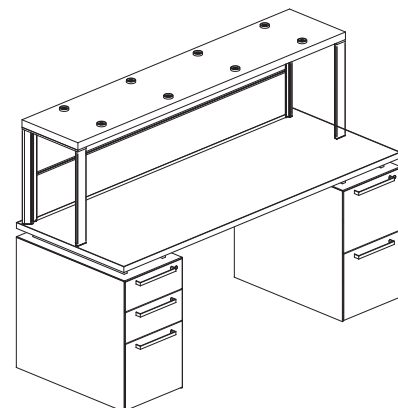


Figure G



Proper product installation, in accordance with these instructions, is the responsibility of the installing agent. If you have any questions concerning these instructions, please call Kimball Office Customer Service.

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# Stacking Overhead on Highback Shelf

## Tools Required

- Screw Gun w/ #2 Phillips Head Bit

## Hardware Required

- 38 X 2 1/2" Panhead Screw

## Installation

**Note:** It is recommended that two (2) persons be used to lift and place the overhead storage unit.

1. Carefully center the overhead storage unit and lower onto the highback shelf making sure that pucks are aligned and resting on top of one another.
2. All overhead storage units need to be fastened to the highback shelf using a #8 x 2 1/2" panhead screw. Using center row of holes on highback shelf pan, insert screw as close to center on each overhead securing it to the highback shelf.

Figure A

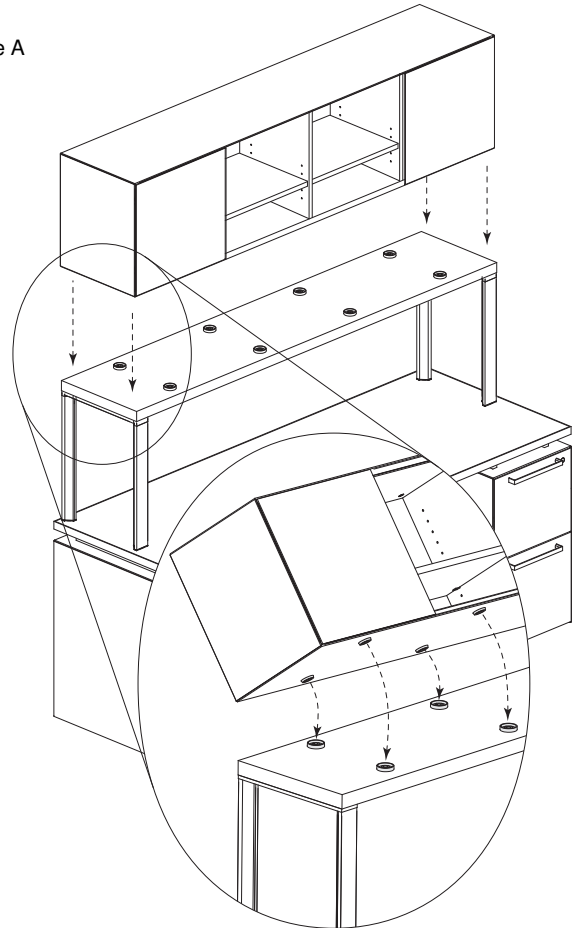
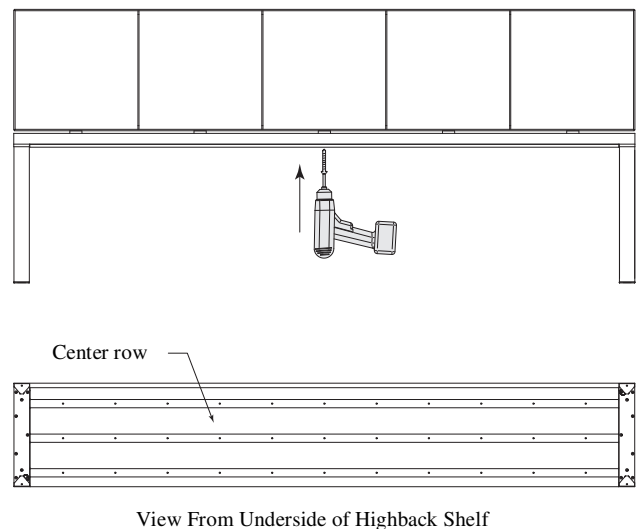


Figure B





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## Sliding Door

### Tools Required

- Phillips Screwdriver

### Installation

#### Door Alignment

1. Remove all shelves from storage unit.
2. To adjust the door alignment first loosen top rollers adjustment screw. (Figure A).
3. Check alignment of door to edge of end panel on both sides of the cabinet. Adjust bottom roller as needed for alignment.
4. To tighten sliding mechanism, with bottom rollers engaged in the bottom track adjust top rollers so that they engage the top track and tighten adjustment screw. Important: Check that the doors are not too loose or too tight, that they move freely from side to side, and are centered from top to bottom. If not, adjust the alignment of sliding mechanism accordingly. (Figure B).
5. Magnetic catch screws in and out to insure proper margin between the end panel and door. (Figure C).
6. Replace all shelves.

#### Door Removal.

1. Remove all shelves from storage unit.
2. Remove adjustment screw from top rollers. (Figure A).
3. Swing roller on pivot screw until wheel is completely out of the track.
4. Lean top of door out of cabinet, lift off bottom track. (Figure D).

Figure A

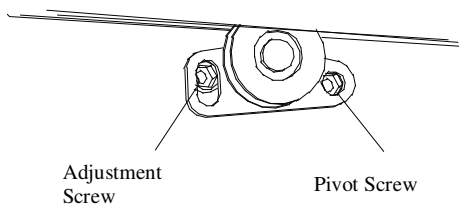


Figure B

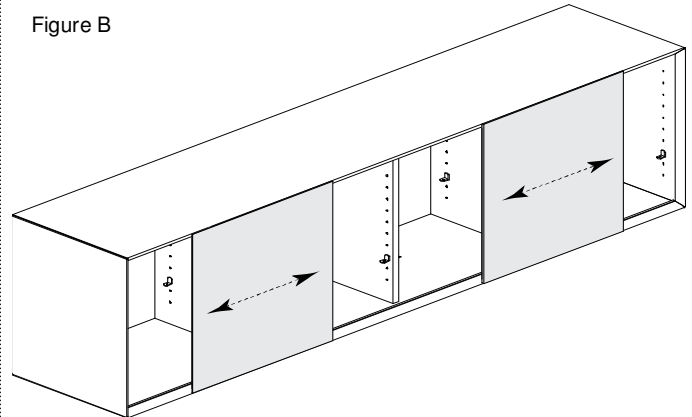


Figure C

Magnet screws in and out for adjustment.

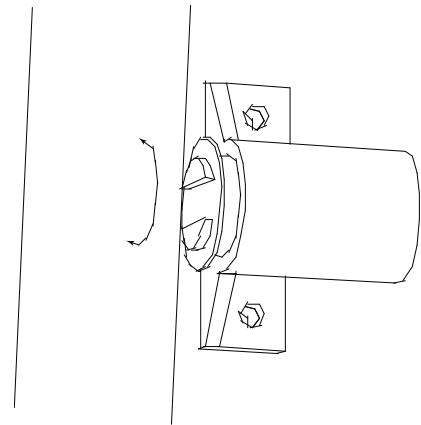
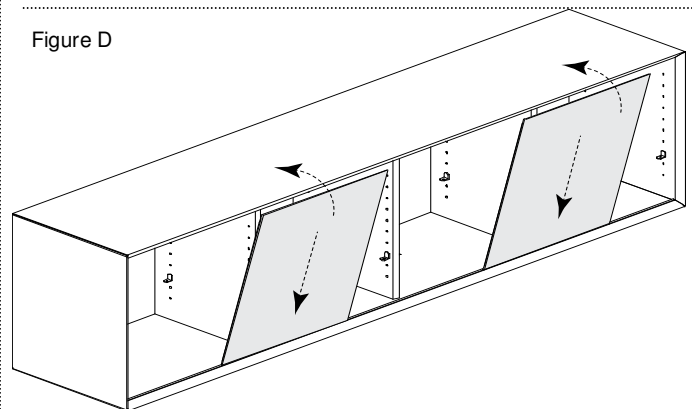


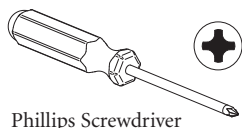
Figure D





### Hinge Adjustment and Shelf Adjustment

#### Tools Required



Phillips Screwdriver

#### Installation

##### 1. Side Adjustment:

Turn front screw clockwise to increase door overlay, counterclockwise to decrease overlay. (Figure A).

##### 2. Depth Adjustment:

Loosen back screw. Adjust door to desired position and tighten screw. (Figure B).

##### 3. Height Adjustment:

Loosen screw(s) on the mounting plate. Adjust door to position and tighten screws. (Figure C).

##### 4. Door Removal and Installation:

To remove, pull release lever back (Figure D). To re-install, place the hinge on the mounting plate and push the rear of the hinge with finger pressure. The snap sound confirms a secure attachment.

##### 5. Shelf Adjustment:

Remove screws in bottom of shelf brackets. Remove shelf. Insert brackets at desired level. Replace shelf. (Figure E).

**Note:** Screws were used for shipping purposes.

For additional security, adjustable shelves can be fastened into position using original shipping screws.

Figure A

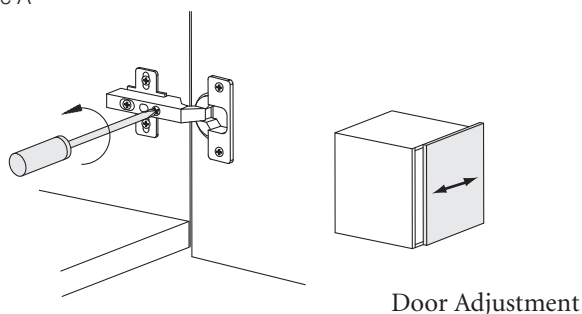


Figure B

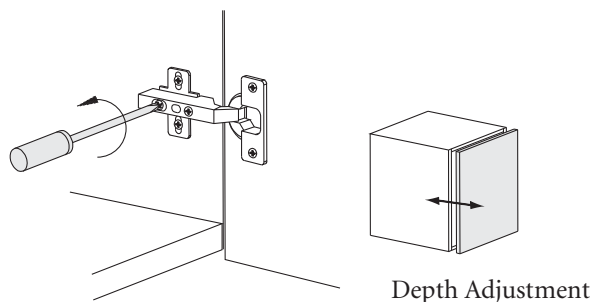


Figure C

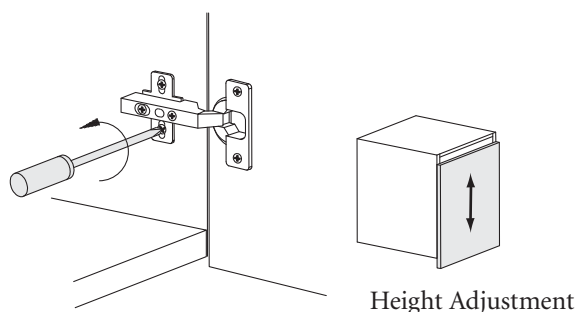


Figure D

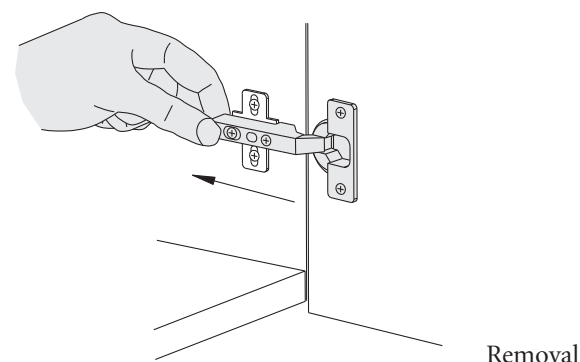
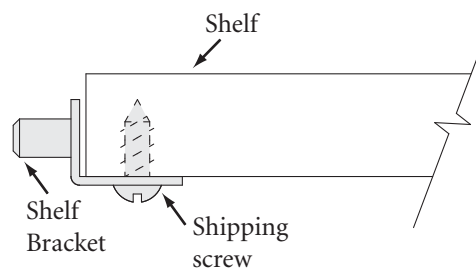
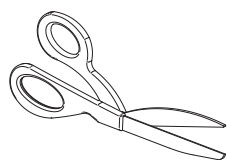


Figure E

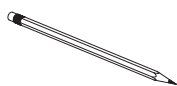


### Set-on-Surface Bookcase

#### Tools Required



Scissors

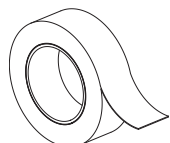


Pencil



Tape Measure

#### Package Contents



Double Sided  
Adhesive Tape

#### Installation

**Note:** It is recommended that two (2) persons be used to lift and place the set-on surface bookcase.

1. To securely attach a set-on-surface bookcase to a worksurface, carefully turn the bookcase upside down on a smooth, hard surface. Cut two strips of double-sided adhesive tape to run approximately 2 inches from ends and place them along the bottom panel as shown.

**DO NOT** remove the film backer to expose the adhesive at this time. (Figure A).

2. Carefully turn the bookcase upright and place it on the worksurface in its desired position. Mark this location.

**Note:** The worksurface **MUST** be clean, dry, and free of any dirt or residue to assure adequate adhesion. Lift the bookcase and remove the film backers from the double-sided adhesive tape. Adhere the bookcase to the marked location on the worksurface. (Figure B).

**Caution:** The tape is a very strong adhesive and bonds instantly to any surface it is applied to.

Figure A

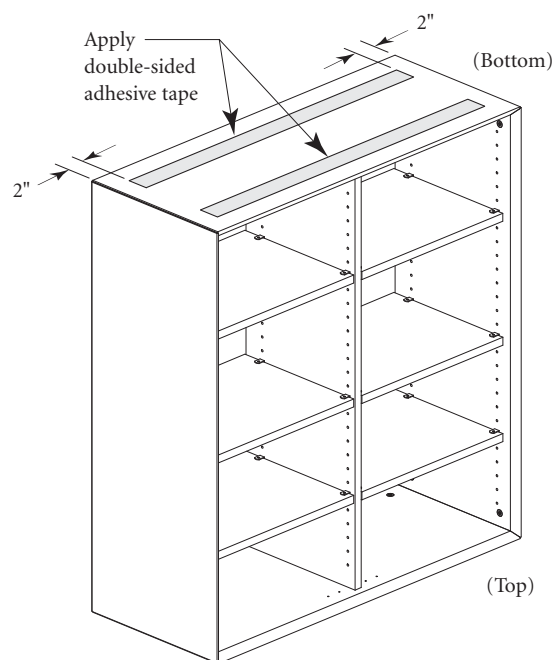
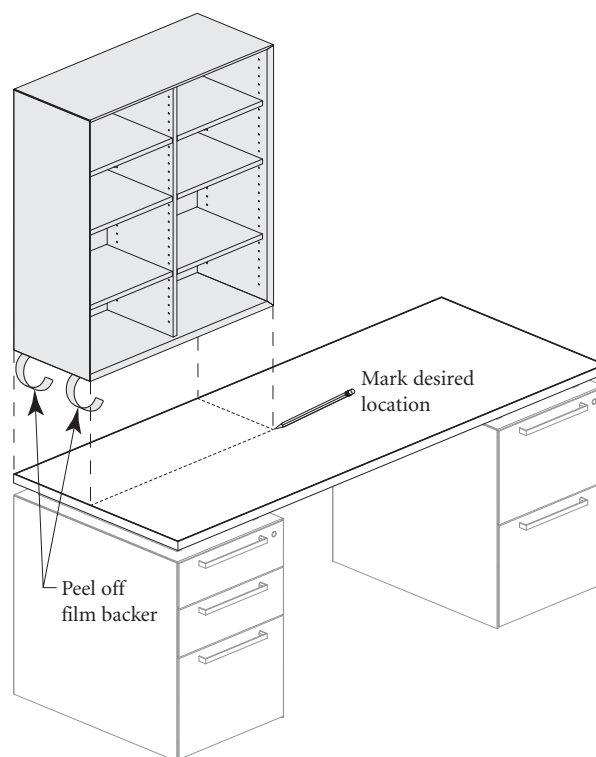


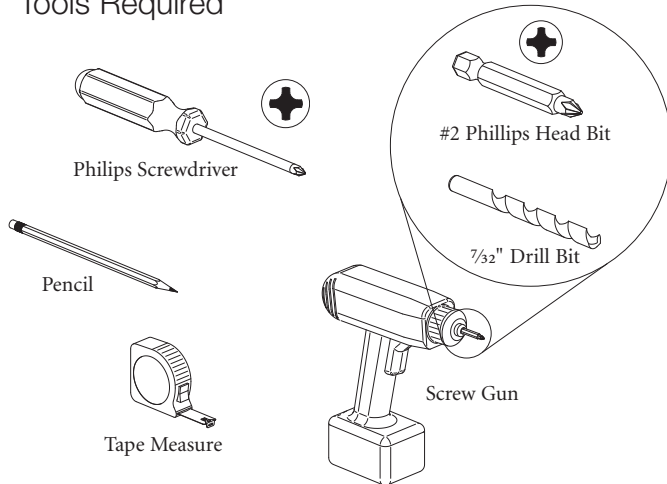
Figure B



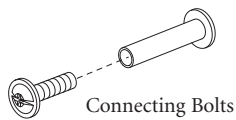
# Fluent

## Suspended Overhead Storage

### Tools Required



### Package Contents



### Installation

1. A suspended overhead storage unit mounts between two set-on storage units or between a set-on storage unit and a vertical storage unit. Align the units in their desired position. Adjustable shelf holes have been pre-bored on a 1 1/4" boring pattern into the inside end panel of each cabinet. Using a 7/32" drill bit, bore a through-shelf hole from the suspended storage unit into the adjoining unit. (Figure A).
2. Align connecting holes in storage units and attach together using the eight (8) provided connecting bolts, four per side. Insert half of a connector bolt into one connecting hole, and insert the other half into the opposite connecting hole. Tighten all bolts securely, making sure set-on-storage unit and overhead storage units are flush against each other with no gaps. (Figure B).
3. A suspended unit should not be connected to another suspended unit! (Figure C).

Figure A

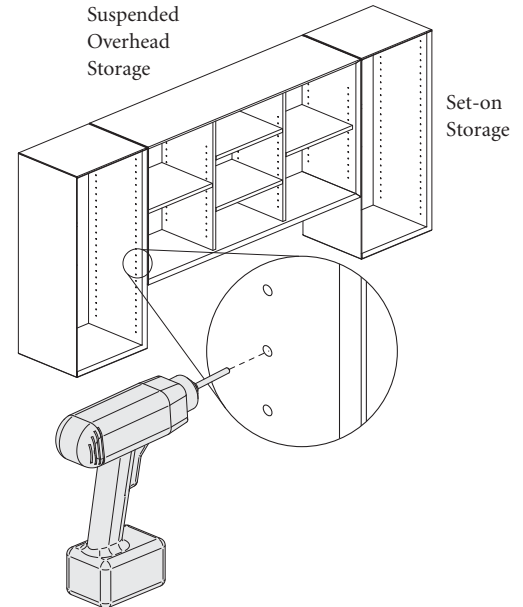


Figure B

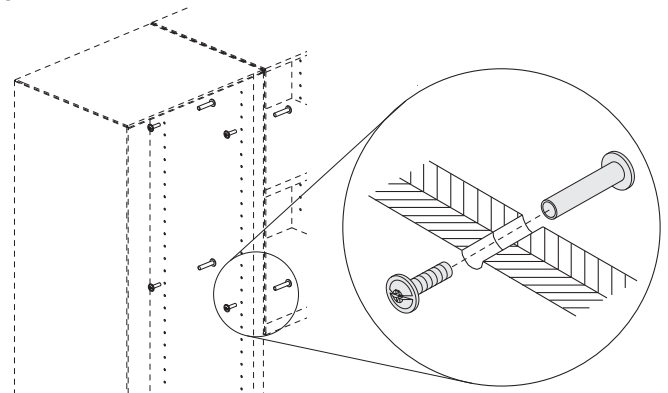
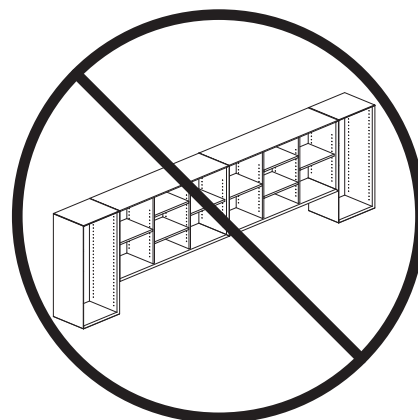


Figure C



# Wall Mounted Overhead Bracket

## Tools Required

- Tape Measure
- Level
- Pencil
- Screw Gun
- Screw Bits
- Drill Bits

## Hardware Required

- Hanger Rail

## Installation

**Note:** Kimball International defines a structural wall as a load-bearing wall constructed of materials such as: poured concrete, concrete block, or studs. Wood studs must be a nominal 2" x 4" size minimum. Metal studs must be "C" channel, 20 gauge thick minimum. Metal or wood studs must be on centers no greater than 24" and have a maximum height of 14' re-restrained at floor and ceiling. Interior walls shall be designed to resist not less than a force of 5lbs. per square foot applied perpendicular to wall. The deflection of such wall under load of 5lbs. Per square foot shall not exceed 1/240 of the span for walls with brittle finishes, and 1/120 of the span for walls with flexible finishes (per Uniform Building Code Section 2309b). If you have any questions concerning your load-bearing structures, please consult your architect or structural engineer.

1. Place overhead cabinet against structural wall in the desired location. Mark the top edge of the overhead and set it aside. Measure down 4 3/8" from the top edge mark and draw a level line. For 72" & 90" double height overheads, draw a second line 16 11/16" down from the 4 3/8" line. (Figure A).
2. Locate the wall substructure along the line drawing in step 1. For proper attachment of Hanger rail to the wall, fasteners must tie directly into the substructure of the wall (studs, blocks, solid masonry).
3. Prepare wall for hanger rail attachment by pre-drilling for and/or installing the fasteners along the line drawing in step 1 per fastener manufacturer's guidelines. Recommended spacing of fasteners is 16", but should not exceed 24" on center. DO NOT extend the hanger rail more than 6" beyond the last anchor attachment.

**Note:** It is the responsibility of the installer and/or the contractor to select and install proper fasteners in the structural wall. Kimball International does not furnish fasteners or assume liability for their use.

30" wall cabinets must attach to two (2) studs

36" wall cabinets must attach to two (2) studs

54" wall cabinets must attach to three (3) studs

72" wall cabinets must attach to three (3) studs

90" wall cabinets must attach to four (4) studs

4. Place the hanger rail on the wall centered in the desired location of the overhead, transfer the fastener locations from the wall to the hanger rail. (Figure B)

Figure A

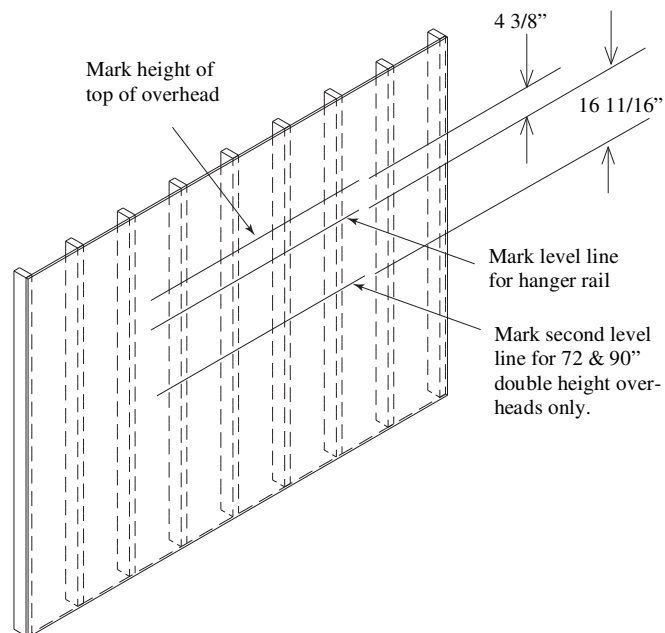
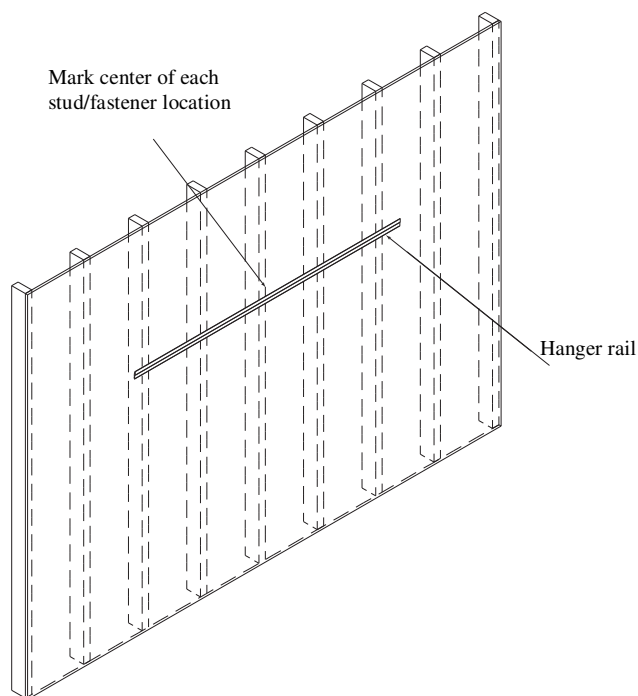


Figure B



## Installation (continued)

5. Drill the appropriate diameter hole in the hanger rail per the fastener manufacturer's guidelines, 3/8" above the bottom edge of the rail at the locations marked in Step 4. (Figure C).

**Note:** Holes sizes are dependent on the size of the fastener selected.

Figure C

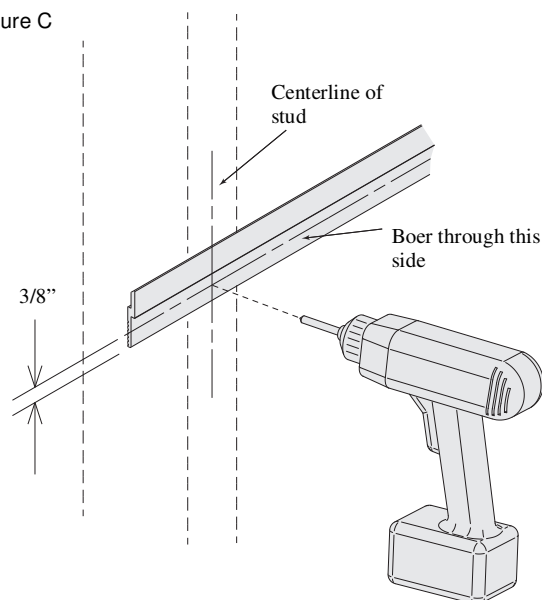


Figure D

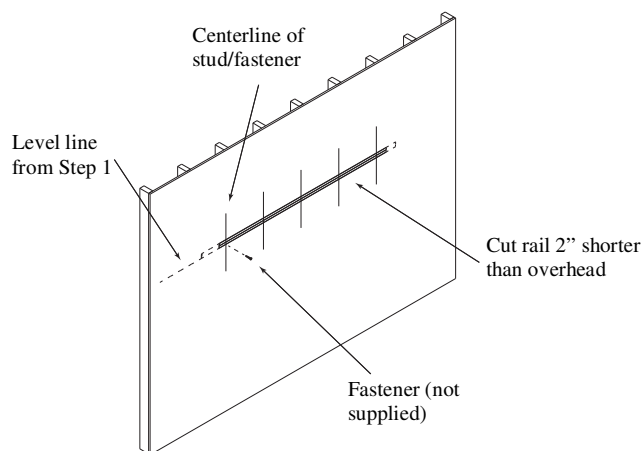
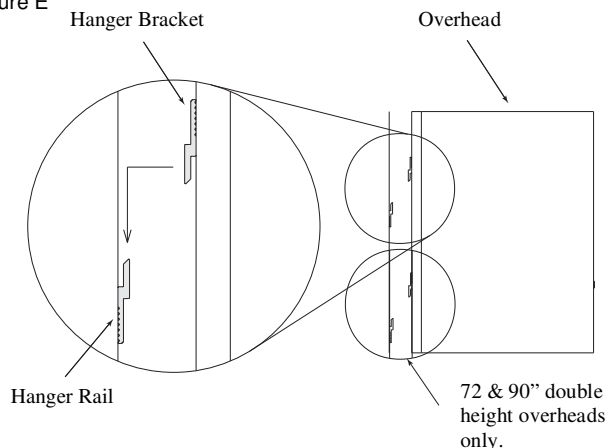


Figure E

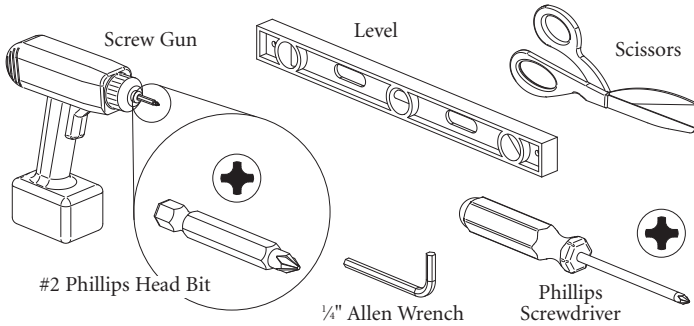


6. Attach hanger rail to wall aligning bottom edge of rail with level line drawn in Step 1. Ensure that each fastener is securely attached to wall substructure. (Figure D).
7. Place overhead cabinet flush against the wall so that the hanger brackets attached to the overhead are above the wall hanger rail and is between the end panels of the overhead. Carefully lower the overhead cabinet until the cabinet hanger brackets engage the wall hanger rail. Make sure the cabinet hanger brackets are firmly seated on the wall hanger rail. (Figure E).

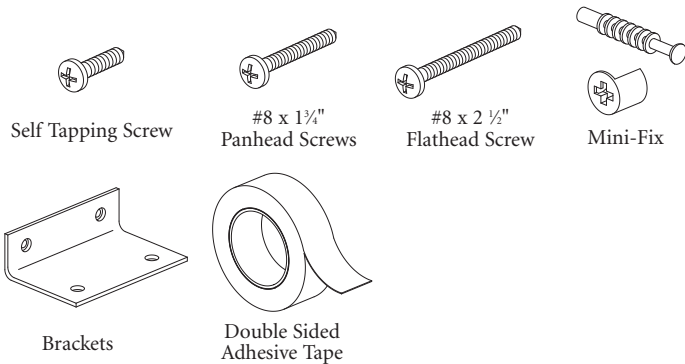
# Fluent

## Reception Station

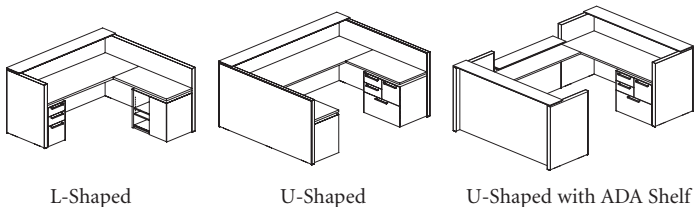
### Tools Required



### Package Contents



### Reception Configurations



### Installation

**Note:** It is recommended that at least two (2) persons be used assemble Reception Stations.

1. Insert mini-fix screws into each pre-drilled hole in all panels. (Figure A).
2. Fasten panels together using mini-fix screws. (Figure B).
3. Repeat Steps 1 and 2 for opposite side. (Figure C).

Figure A

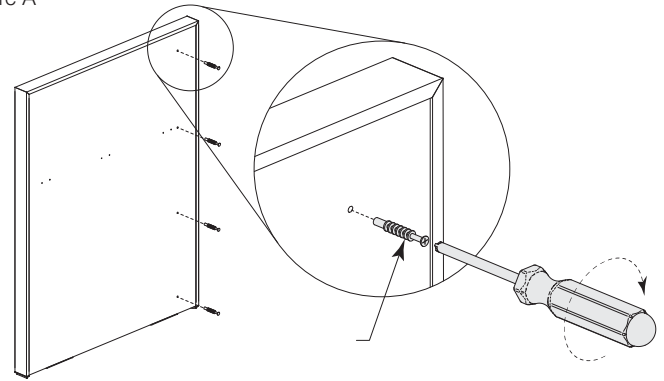


Figure B

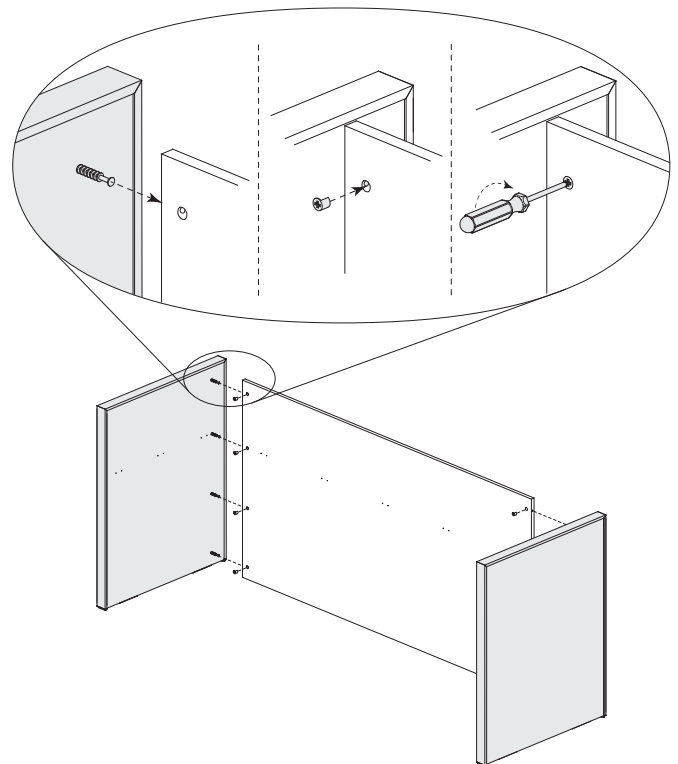
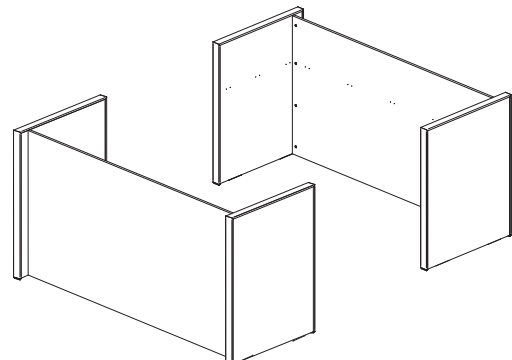


Figure C



### Installation (continued)

4. Turn the leveling glides fully “in” (counterclockwise) prior to leveling. Level the unit from front to back by first extending the glides (turn clockwise), then level the unit from side to side. Check adjustments by placing the level at positions shown. (Figure D).
5. Separate ADA shelf wall by sliding the two halves apart, disengaging the clips. (Figure E).
6. Fasten ADA wall to panels using self tapping screws. (Figure F).
7. Assemble ADA shelf wall by re-engaging clips. (Figure G)

Figure D

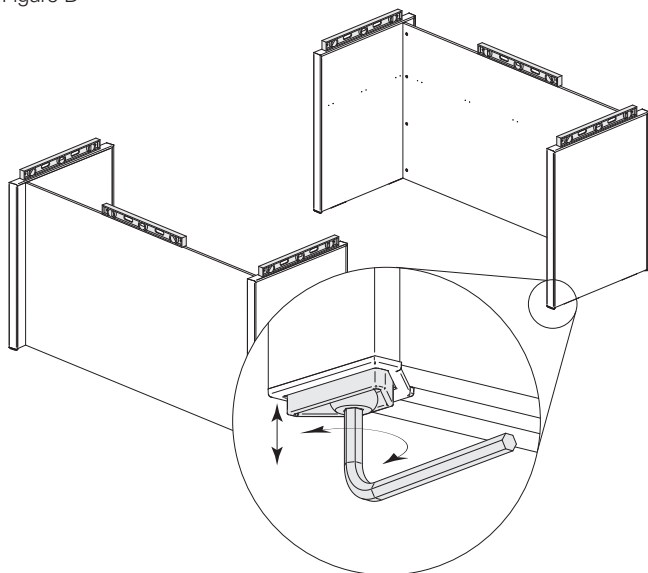


Figure E

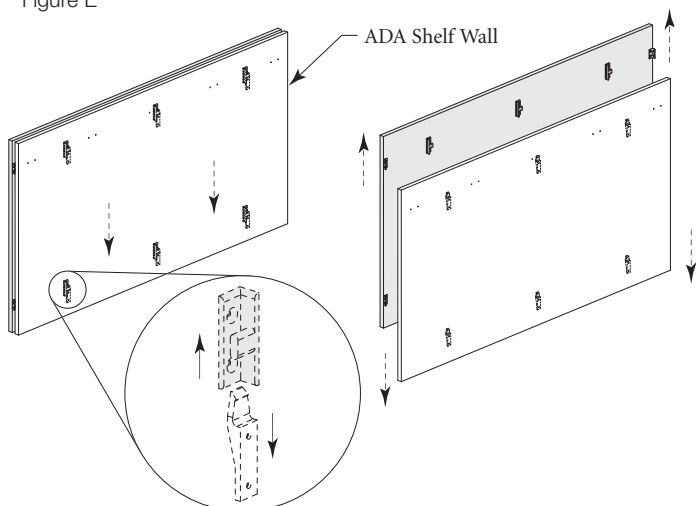


Figure F

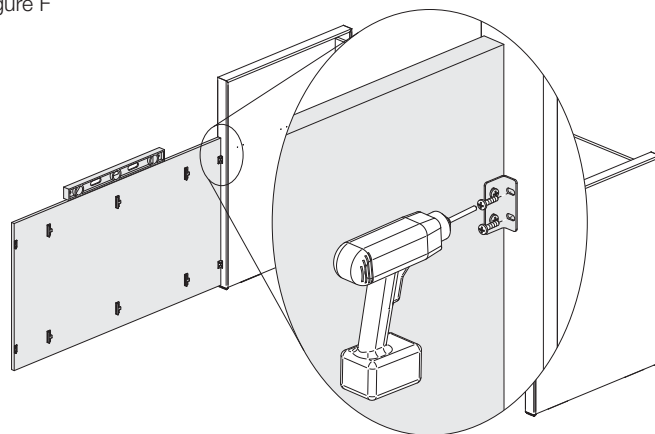
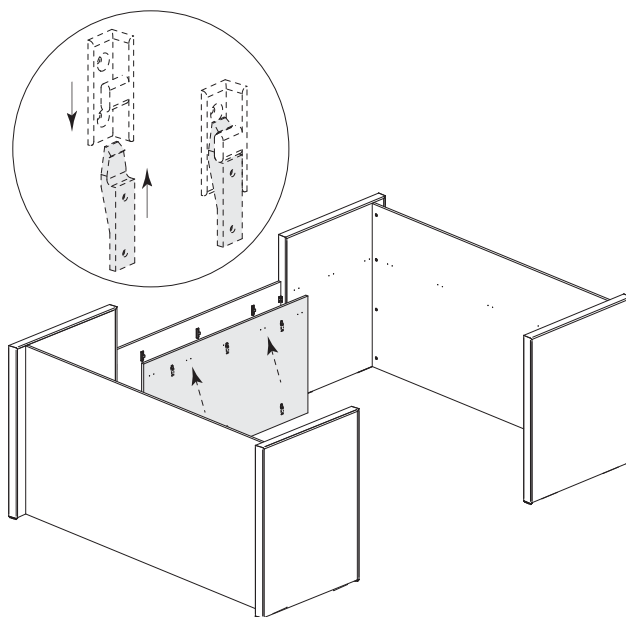


Figure G





### Installation (continued)

8. Fasten brackets to pre-drilled holes. (Figure H).
9. Position pedestals to be used. (Figure I).
10. Carefully lower worksurfaces into position. (Figure J).
11. Fasten worksurfaces to support brackets and pedestals. (Figure K).

Figure H

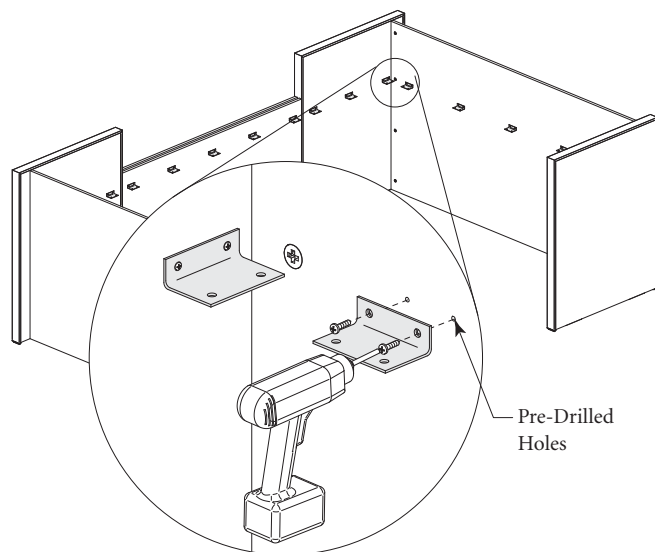


Figure I

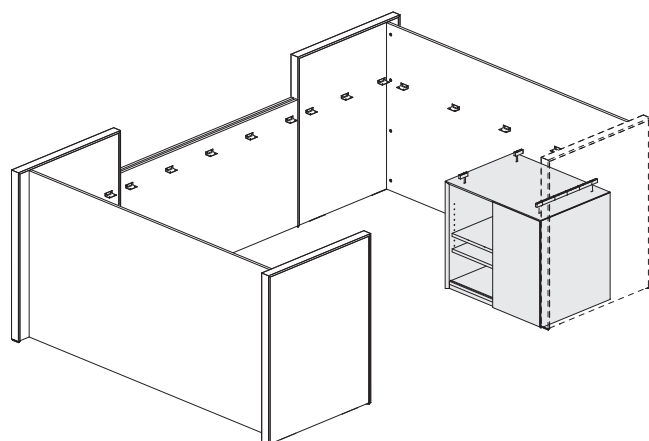


Figure J

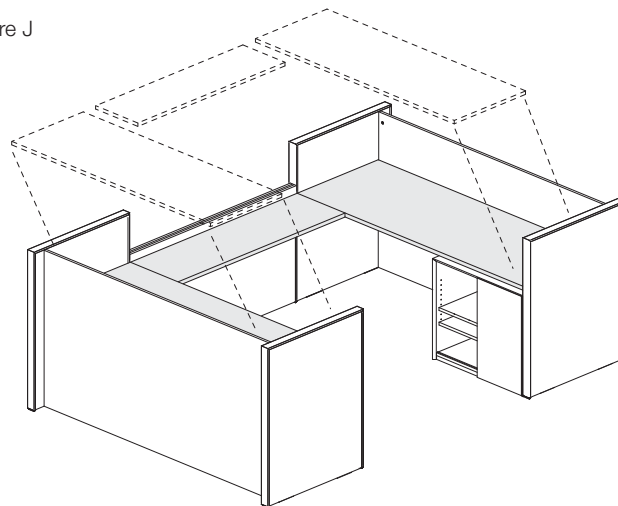
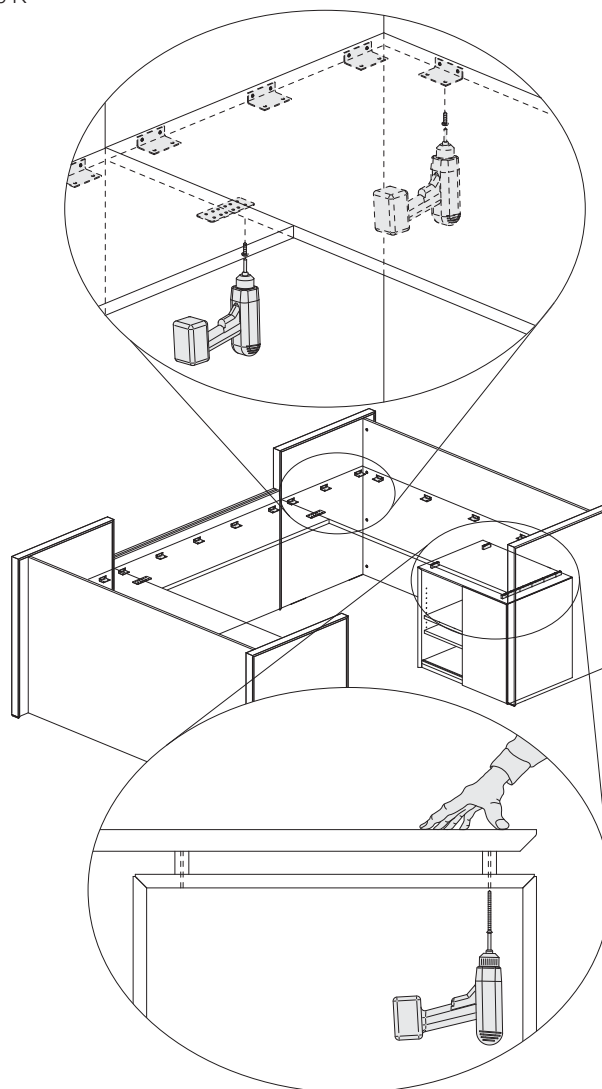


Figure K





### Installation (continued)

12. Attach shelf frames to panels. (Figure L).
13. Cut two strips of double-sided adhesive tape to run the length of short edge and six 12" strips to run the length of long edges. ADA shelves requires two 12" pieces centered on long edges, and two strips to run the length of short edge. (Figure M).
14. Carefully lower glass tops centered front-to-back and right-to-left of shelf frames. Check that glass top is squarely centered on frame and apply direct downward pressure for glass top to adhere. (Figure N).

**Note:** The shelf frame and glass top **MUST** be clean, dry, and free of any dirt or residue to assure adequate adhesion. (Figure B).

**Caution:** The tape is a very strong adhesive and bonds instantly to any surface it is applied to.

Figure L

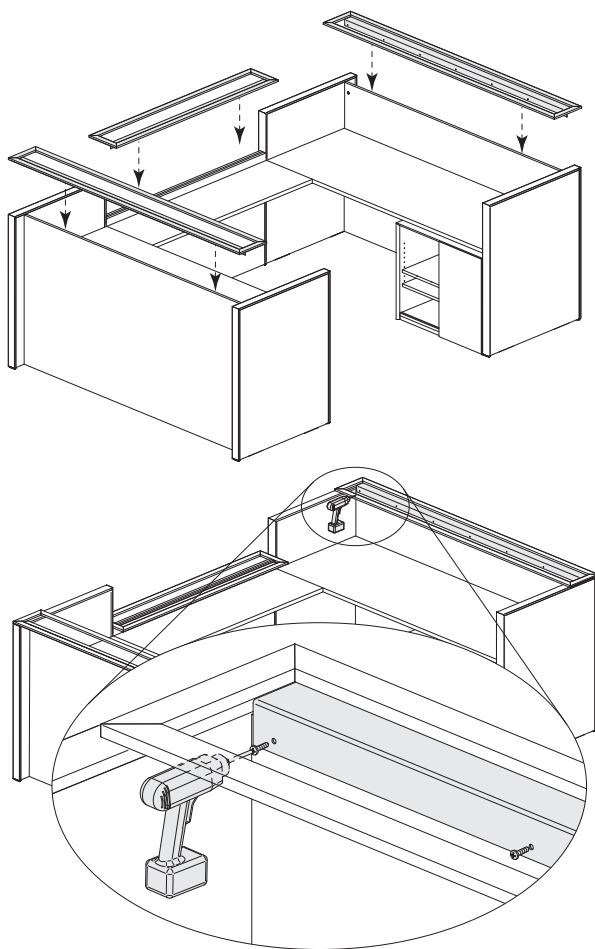


Figure M

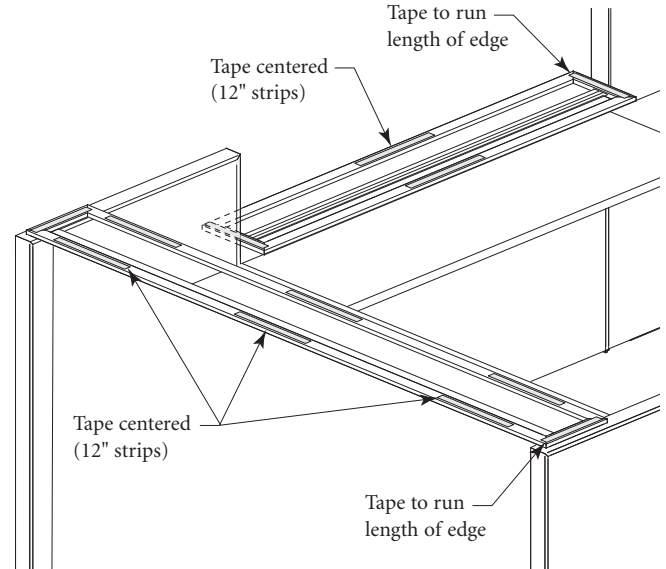


Figure N

